



COVIDSAFE PLAN STATEMENT:

Ballarat Grammar has developed this COVIDSafe Plan (Plan) to support all aspects of the School to safely return to campus, maintain a COVIDSafe workplace and manage suspected or confirmed cases of coronavirus (COVID-19).

In successfully implementing this Plan, the School understands that a whole school approach by staff, parents, students and the broader school community is required. The School is also mindful of the impact that the COVID-19 pandemic has had on the School community including each individual's mental health and wellbeing. In implementing this plan, the School will continue to be mindful of each individual's physical and mental wellbeing and strive to provide a safe and supportive environment for its community.

Due to the unique school environment, the School has chosen to use a different template to the one provided by the Victorian Government to ensure the plan is able to support and be implemented by the whole School community.

The School has chosen to use the phrase 'Physical Distancing' as opposed to 'Social Distancing' as the School wants to ensure our community remains socially connected in these unprecedented times.

DETAIL:

Definitions

COVID-19 (Coronavirus) – is an illness caused by a virus that affects the respiratory system. Symptoms include but are not limited to fever, coughing, a sore throat and shortness of breath. The virus can spread from person to person, but good hygiene and physical distancing can prevent infection.

Physical Distancing – includes ways to stop or slow the spread of infectious diseases. It means less close contact between individuals.

Staff – includes any permanent, fixed-term or casual staff, including, but not limited to, Teaching Staff, Administration, Finance, School Assistants, Health Centre, ICT, Operations, Transport, CEEed, Psychologists, and BGS Educational Services Staff (WCPA, City Cite, Cleaning and Grammar Shop). In addition, any contractors onsite for emergency works would be considered in this category for the time they are at Ballarat Grammar.

PPE – means Personal Protective Equipment.

Reasonably practicable – means that which is reasonably able to be done in relation to ensuring health and safety, considering, and weighing up all relevant matters including:

- The likelihood of the hazard or the risk concerned;
- The degree of harm that might result from the hazard or the risk;
- What the person concerned knows, or ought to reasonably know, about:
 - The hazard or the risk; and
 - Ways of eliminating or minimising the risk;
 - The availability and suitability of ways to eliminate or minimise the risk; and
 - After assessing the extent of the risk and the available ways of eliminating or minimising the risk, including whether the cost is grossly disproportionate to the risk.





Part 1 – General Hygiene and Health

1. It is critical that anyone who is unwell should not attend any of the School's campuses.
2. All members of the School community are expected to practice good hand and sneeze/cough hygiene, this includes but is not limited to the following:
 - 2.1 Washing their hands **or using hand sanitiser** frequently in accordance with the recommendations of the World Health Organisation (please refer to Annexure 1) with soap and water, before and after eating, after going to the toilet and at reasonable intervals.
 - 2.2 Cover their cough and sneeze with a tissue or use their elbow, dispose of tissues, and use alcohol-based sanitiser when moving between buildings or different areas of the school (please refer to Annexure 2); and
 - 2.3 Not touching their face.
3. The School will promote the following strategies (please refer to Annexure 3):
 - 3.1 Stay home if you become unwell. If you become unwell during the day, go home (via the Health Centre);
 - 3.2 Keep your distance - 1.5 metres apart where reasonably practicable;
 - 3.3 Wash or sanitise your hands when entering and leaving every building;
 - 3.4 Cover your cough or sneeze;
 - 3.5 Wear your face masks;
 - 3.6 Keep left and keep moving; and
 - 3.7 Be kind.

Part 2 – Attending campus

1. Prior to entering any building all individuals are required to sanitise their hands via the automated dispensers on the outside or just inside each buildings. Bathrooms and sanitising stations throughout the School also contain diagrams from the World Health Organisation demonstrating the recommended procedure for all individuals to wash hands and sanitise hands.
2. All individuals must sign in when they arrive at campus through the Ballarat Grammar sign in kiosk located at the entry points throughout the School and sign out when they leave campus.
3. **It is the responsibility of the supervisor or visitor contact to ensure the visitor adheres to all requirements.**
4. All visitors are required to adhere to Government requirements and risk mitigation strategies that the School has in place.
5. All individuals are requested to monitor their own temperatures and health.

Part 3 – Testing

1. **The School will continue to provide** all CEEd, Junior, Middle and Senior School students, **in line with government recommendations**, with two Rapid Antigen Tests per week to voluntarily complete on weekdays. The School requests that these tests are done on a Monday and Wednesday morning before School.
2. The School will inform parents and carers when they are available for collection. If a parent or carer is unable to collect these tests, they will be provided directly to the student to take home.
3. **The School will continue to provide** all CEEd, Junior, Middle and Senior School staff with two Rapid Antigen Tests per week to voluntarily complete on weekdays. For full-time staff the School requests that they are done on a Monday and Wednesday morning before attending work. For part-time staff the School requests that the tests are completed two workday mornings spread out across the week.
4. Any positive results and close contacts must be reported through the COVID-19 Information Page on Nexus. Students and/or their parents and/or carers and staff are responsible for reporting their positive test to the Department and notifying any social or workplace contacts in line with Government requirements.
5. The School will notify relevant individuals, as required by the Department, that there has been a positive case in the School community and that they should monitor for symptoms through the School's portal, Nexus or via email dependent on the notification required.





6. The CEEed will notify relevant individuals, as required by the Department, that there has been a positive case in the CEEed community and that they should monitor for symptoms via email.

Part 4- Students

1. In line with the Victorian Government's back-to-school plan to ensure every possible effort is made to ensure staff and students are safe and attend onsite learning
2. Staff will continue to work collaboratively with students and parents and/or carers to ensure all work can be completed as required, and that students are supported during any period of isolation, whilst adhering to the Victorian Department of Health requirements.
3. The CEEed will continue to be open for Infants and Toddlers, Kindergarten and Reception Programs and closely monitor the Department of Health's requirements.
4. Any Middle or Senior School student who presents with any symptoms suspicious of COVID-19 or other respiratory infection on campus will be sent to the Health Centre and Junior School students will be sent to the Junior School Reception. The Health Centre or the Junior School Reception will immediately ensure the following:
 - 4.1. That parents and/or carers are contacted and asked to immediately collect their child.
 - 4.2. That the student is provided with PPE as required and isolated in a single room (where available) until the child's parent and/or carer arrives. Consideration will be given to the age and developmental needs of the student.
 - 4.3. The parent and/or carer should follow testing guidelines, get tested and contact the National Coronavirus Helpline (1800 020 080) for further advice.
 - 4.4. An incident form will be completed online through the School's online incident reporting system outlining the incident.
5. A student who reports a positive result must isolate for seven days and not attend school during that period, or as otherwise advised by the Department.
6. A student who is deemed a close contact must follow the Department's advice and ensure high compliance of risk mitigation strategies, including mask compliance whilst onsite and undertaking RAT tests prior to attending School for 5 days.
7. All students will be encouraged to maintain physical distancing as far as reasonably practical.
8. All students will be required to wash or sanitise their hands upon arrival and throughout the day, particularly when entering and exiting common areas.
9. Health checks including, but not limited to temperature checks will be completed at the discretion of the Health Centre.
10. As far as reasonably practical, and weather permitting, students will be encouraged to spend time outside including but not limited to eating their lunch.
11. As far as reasonably practical, students will not be allowed to share belongings, to limit contact with surfaces.
12. All students will be required to follow Government requirements regarding the use of face masks including when travelling on school buses and asked to bring a spare mask with them. Face masks compliance will be managed in the same way that school uniform enforcement is dealt with.

Part 5 – Staff

1. All staff are required to work onsite in line with the Victorian Government's guidelines for Schools except for medically vulnerable staff and staff required to quarantine.
2. Any arrangements to work from home need to be discussed with the individuals line manager and consider the staff member's circumstance and the operational needs of their area.
3. All staff will be briefed by the Headmaster and Heads of School at the staff days at the start of the term regarding the risk mitigation strategies in place. Any further updates will be provided through Headmasters briefing and/or Nexus as required.
4. The School requires all staff, to be proactive in maintaining a sensible physical distance of at least 1.5 metres from any other individual at all times.





5. The Victorian Chief Health Officer has **previously** determined that the COVID-19 booster vaccination is mandatory for staff who work in Schools. All staff are required to adhere to this direction and the School's vaccination policy and have received their third dose or provide a valid medical exemption. Evidence of vaccination should be emailed to Covidinfo@bgs.vic.edu.au. Anyone unsure of their vaccination requirements should email Covidinfo@bgs.vic.edu.au. **Due to the extensive illness in the School community the School will continue this mandate until further notice.**
6. The School requests that staff adhere to displayed area limit signs in shared spaces and are especially aware of physical distancing in common areas such as staff rooms and respect each staff member's personal space and workspace.
7. All staff are required to use hand sanitiser upon entry and exit to all common areas.
8. In planning any care or teaching of students onsite, all staff are to consider programming to promote activities that are not constricted to one play area or promote contact.
9. As far as reasonably practical, staff will endeavour to ensure students do not queue up in lines. Should this occur, staff will encourage physical distancing and attempt to move students on to other activities.
10. Although face to face meetings and professional development is permitted, all staff are encouraged to schedule lunch breaks at alternate times to eliminate groups of individuals using the kitchen and staff rooms at the same time.
11. All staff are encouraged to have lunch breaks outside and meetings outside or via zoom, where possible.
12. All staff are required to thoroughly wash, dry and put away their dishes or preferably load them into a dishwasher after use.
13. Paper towel is **recommended** to be used in common areas rather than tea towels.
14. The School will closely monitor Government recommendations regarding vulnerable members of staff and whether their medical professional advises that they should work remotely. Where possible, individual arrangements will be made with the staff member's Head of School or Manager. Staff may be requested to provide information regarding the vulnerable individual in order to implement the most appropriate and agreed risk mitigation strategy.
15. Any Staff member who presents with any symptoms suspicious of COVID-19 or other respiratory infection is required to leave campus via the Health Centre (or telephone the Health Centre), complete an **online notification through NEXUS** and are able to access personal leave or up to a total of 5 days COVID-19 leave for the 2022 calendar year pro rata for their ordinary days of work via normal procedures until they are symptom free.
16. A staff member who reports a positive result must isolate for seven days and not attend school during that period unless entering under a valid exemption, or as otherwise advised by the Department.
17. A staff member who is deemed a close contact must follow the Department's advice and ensure high compliance of risk mitigation strategies, including mask compliance whilst onsite and undertaking RAT tests prior to attending campus for 5 days.
18. Any member of staff with any symptoms suspicious of COVID-19 or other respiratory infection is required to present for testing and/or follow Victorian Government Guidelines.
19. Staff must follow any recommendations or requirements of the Australian Government Department of Health whilst on campus. This includes the use of face masks where applicable. The School will provide each staff member with a reusable mask and training on how to use it correctly. Further masks are available at Reception.
20. Formal leave arrangements are not required for staff attending vaccination appointments, instead the member of staff should discuss with their line manager and for teaching staff their line manager and Daily Program Co-ordinator to take time off without loss of pay.
21. All staff will be required to read and understand this policy and be advised of any material changes.





Part 6 – Cleaning

1. The School will return to business as usual cleans but increase as required based on risk to the area and case numbers. Should an outbreak occur, where appropriate, a deep clean will be organised as soon as circumstances permit.
2. Disinfectant Wipes and spray bottles will be made available in community areas or high touch services, which staff will be encouraged to use when leaving any space.
3. Specialty areas, such as Art and Science, may require the students and/or staff to clean surfaces and/or equipment before and after use.
4. Cleaning logs of shared spaces will be required to be completed by cleaning staff.

Part 7 – Buildings and Grounds

1. As far as reasonably practical, the amount of fresh air and ventilation will be increased.
2. Common areas will be clearly labeled to provide an estimate of the maximum number of individuals are allowed in each space.
3. As far as is reasonably practical, visual reminders will be displayed in buildings to remind staff and students of physical distancing.
4. Clean perspex screens will be installed in designated spaces for additional protection.
5. To limit access to the campus, at designated times, perimeter gates not used as entry for staff and students will be locked. **Staff and students will be able to use their security passes to enter.**

Part 8 – Parents and/or carers and other Visitors to the School

1. Parents and/or carers will generally be encouraged to drop their child off with the designated staff member on duty and not enter the School buildings, however are welcome on the campus as required or for school drop off, pick up, and organised events that have risk mitigation strategies in place.
2. Wherever reasonably practical, parent and/or guardian meetings should be conducted via Zoom.
3. Parents and/or carers and visitors are permitted onsite however must adhere to the following:
 - 3.1. Upon entry use the Ballarat Grammar kiosk to check in to the School.
 - 3.2. If they are going indoors they **may be** required to show evidence that they have received two doses of COVID-19 vaccine or hold a valid medical exemption **based on the School's risk assessment for that area;**
 - 3.3. If they are remaining outdoors the School will complete its own risk assessment or discuss the risks through the Outbreak Management Team regarding vaccination status and any risk mitigation strategies required.
 - 3.4. Be met by a designated staff member who will be responsible for ensuring the visitor is aware of the requirements once they are onsite.

Part 9 – General

1. All positive case notifications will be dealt with in line with the Victorian Governments classification of contacts. Advice and guidance will be sought from the Grampians Public Health Unit as required by the School.
2. If a member of the School Community is a positive case or a close contact they are required to report this information through the COVID Information Page on Nexus.
3. The Headmaster or their delegate must notify the School Community through a daily Nexus notification when a student or staff member has returned a positive COVID-19 test result and had attended campus. The notification will include the following:
 - 3.1. Dates of attendance;
 - 3.2. Affected group/ class/ cohort/ year levels (as applicable); and
 - 3.3. Any relevant extracurricular activities.It is the discretion of the Headmaster and/or their delegate as to whether this notification is provided to an affected group/ cohort/ year level or the whole school.





4. Should a member of the School community require further information than what is outlined on the School's COVID Information Page on Nexus then they are encouraged to email covidinfo@bgs.vic.edu.au for assistance.
5. The School has a primary duty of care to ensure as far as is reasonably practical, the health and safety of its staff and students. This duty of care includes the following:
 - 5.1. Eliminating risk to health and safety, so far as is reasonably practical; and
 - 5.2. If it is not reasonably practical to eliminate risks to health and safety, to minimise those risks as is reasonably practical.
 - 5.3. The School will continue to adhere to Federal and State Government recommendations in order to adhere to this.
6. The School will continue to encourage staff to use open communication and communicate key messages with students, parents and the wider School community, on an ongoing basis as further advice and recommendations are received.
7. The School will continue its support and wellbeing program for staff and students to ensure members of the School community receive counselling and other pastoral support during these challenging times.
8. All deliveries are required to be left in the **Centennial building Reception area** and be contactless where possible.
9. The School pool is open for the School community with COVIDSafe practices and additional cleaning in place.
10. All professional development and staff meetings can occur face to face with risk mitigation strategies in place or remotely where possible.
11. Singing and playing wind and brass instruments can occur with COVIDSafe practices in place.
12. Playgrounds are able to be used.
13. School Libraries are able to be used for borrowing and as a learning space.
14. School tours can occur during this time provided visitor protocols are followed and access to classrooms is avoided **as much as reasonably practical**.
15. Bus Services will continue to run with additional cleaning at the completion of each journey and increased ventilation. **Face masks are required to be worn**.
16. The School has engaged further staff to provide support across the School. Any decision to move to remote learning would be done as a last resort.
17. The School acknowledges that this Plan does not remove its requirements to fulfill its obligations under the Occupational Health and Safety Act 2004.

Part 10 – Review

1. This Plan will be reviewed on a monthly basis or when circumstances change.
2. Should you feel this Plan requires modification, please email Leah.Moneghetti@bgs.vic.edu.au.
3. Given the unprecedented and evolving nature of the pandemic and its impact on the School community and given that government advice and restrictions are changing frequently the School will review the control measures on a regular basis to ensure that they are working as planned.





BALLARAT GRAMMAR SUMMARY

Key actions	From Term 3 2022
Face masks indoors	Recommended For all staff and students YES For anyone who is a close contact or on School organised transport.
Face masks outdoors	Recommended when physical distancing cannot be maintained For all staff YES For anyone who is a close contact
Working across multiple sites	YES
Minimise cohort mixing: Stagger breaks and arrival and departure times	Recommended The school will take steps to minimise wherever possible.
Deep Cleaning	NO Only as assessed by the Outbreak Management Team
Community use of school facilities	YES With recommended precautions including adding cleaning practices and defined areas of use.
External Hire of school facilities	YES With no mixing, recommended precautions including adding cleaning practices and defined areas of use.
Visitors to schools	YES Yes, with required risk mitigation strategies in place
Health, wellbeing, inclusion visits	YES
School tours	YES
Excursions	YES
Swimming and all other pool use	YES
Incursions	YES Visitor protocols apply to incursion providers.
Camps and overnight stays	YES
Assemblies and other events	YES Outdoors where possible and appropriate risk mitigation strategies in place
All interschool activities (such as debating and interschool sports)	YES
Singing, brass and woodwind classes and groups	YES Following recommended health advice.
Professional development and staff meetings (face to face)	YES



Annexure 1

How to Handwash?

WASH HANDS WHEN VISIBLY SOILED! OTHERWISE, USE HANDRUB

⌚ Duration of the entire procedure: 40-60 seconds

Annexure 2

How to Handrub?

RUB HANDS FOR HAND HYGIENE! WASH HANDS WHEN VISIBLY SOILED

⌚ Duration of the entire procedure: 20-30 seconds

Annexure 3

BALLARAT GRAMMAR
OUR SAFE COMMUNITY

- If you are sick, stay home. If you get sick during the day, go home (via the Health Centre)
- Keep your distance – 1.5 m apart
- Wash or sanitise hands before entering and when leaving every building
- Cover your cough or sneeze
- Be kind



